

NATIONAL MARINE FISHERIES SERVICE

# Fisheries Information System

## Rules of Operation for the FIS Program

**DRAFT**

February 2007

**NOAA FISHERIES SERVICE**

**Office of Science and  
Technology**

**1315 East-West Highway  
Silver Spring, MD 20910**

**Phone: 301-713-2328  
Fax: 301-713-1875**

**E-mail: [FIS.PMO@noaa.gov](mailto:FIS.PMO@noaa.gov)**



## Document Location

This document is stored in the Fisheries Information System (FIS) documentation repository. The FIS Program Management Office retains the source of this document on the Fisheries Statistics Division shared server.

## Document Development

**Subject:** Change history for the *Rules of Operation for the FIS Program* document

**Comments:** Comments regarding this version of the document should be sent via email to the FIS.PMO@noaa.gov

**Release Date:**

Release Number	Date	Description
Version 2.1	February 15, 2007	
Version 2.2	February 23, 2007	Includes comments from PMT and PMO

## Document Approval

This document requires the following approval of the FIS PMT is composed which of the following members:

<b>Name</b>	<b>Jurisdiction Represented</b>	<b>Approved</b>
Jennifer Mondragon	Alaska Region	
Tina Chang	Office of Science and Technology	
Al Coan	Southwest Region	
Dave Colpo	Pacific and Alaska Fisheries Information Network	
Dave Donaldson	Gulf of Mexico Fisheries Information Network	
Steve Freese	Northwest Region	
Maury Osborn	Atlantic Coastal Cooperative Statistics Program	
Karen Sender	Pacific Islands Region	
Galen Tromble	Office of Sustainable Fisheries	
Steve Turner	Southeast Region	
Dave Van Voorhees	Program Director	
John Witzig	Northeast Region	

Blank Page

## Table of Contents

<b>Executive Summary .....</b>	<b>vi</b>
<b>1 Introduction .....</b>	<b>7</b>
1.1 Purpose.....	7
1.2 Organizational Structure .....	7
1.3 Membership .....	8
<b>2 FIS Executive Sponsors .....</b>	<b>9</b>
2.1 Authority .....	9
2.2 Objectives .....	9
<b>3 FIS Program Management Team .....</b>	<b>10</b>
3.1 Authority .....	10
3.2 Objectives .....	10
3.3 Membership .....	11
3.4 Meeting Procedures .....	11
3.5 Working Groups.....	12
<b>4 FIS Program Management Office.....</b>	<b>13</b>
4.1 Authority .....	13
4.2 Objectives .....	13
4.3 Membership .....	14
4.4 Meeting Procedures .....	14
<b>5 FIS Professional Specialty Groups .....</b>	<b>17</b>
5.1 Authority .....	17
5.2 Objectives .....	17
5.3 Membership .....	17
5.4 Group Duties and Responsibilities.....	18
5.5 Meeting Procedures .....	18
5.6 Sub-groups .....	20
<b>Appendix A: FIS Meetings Ground Rules .....</b>	<b>21</b>
<b>Appendix B: List of PMT Members.....</b>	<b>23</b>
<b>Appendix C: List of PMO Members .....</b>	<b>25</b>
<b>Appendix D: List of PSG Members.....</b>	<b>26</b>

## Executive Summary

The Rules of Operation provides a listing of the members of the FIS participants, their roles and responsibilities, and meeting requirements.

The overall responsibilities for every member of FIS can be summarized as:

- Execute the goals and objectives of the FIS Program.
- Attend FIS scheduled meetings on a regular basis.
- Communicate the actions, discussions, and decisions reached to the appropriate project teams and members of the FIS community.
- Ensure that assignments are completed by the agreed upon target dates.

For each of the FIS participant areas, a mission statement outlining the overall purpose is provided below:

- **PMO Mission** - The Fisheries Information System (FIS) Program Director, Program Management Office (FIS PMO) staff, and Information Technology (FIS IT) Representative serves as a management liaison for the National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) to implement effective management skills to carry on the Program's mission. The PMO will facilitate the development of fisheries-dependent data collection and data processing best information technology (IT) practices, policies, and procedures that improve the dissemination and quality of information among the FIS Program Management Team (FIS PMT) and the appropriate FIS community.
- **PMT Mission** – The Program Management Team (PMT), composed by NMFS regional and headquarter representatives, shall provide business and tactical governance of the Program to ensure effective management of the program and projects. It shall oversee the operations and monitor implementation of the FIS program. The PMT shall also provide recommendations to support strategic decisions made by the Executive Committee, and recommendations on all decisions related to program planning, project selection, project plans, and both performance and life cycle phase monitoring.
- **PSG Mission** – The FIS Professional Specialty Groups (PSGs) are composed of regional fisheries information network (FINs) and/or state partners, and headquarters business and technical experts that serve as technical working groups in support of the FIS PMT and the Program's mission. PSGs are established to assist the FIS PMT in achieving the FIS goals of sharing effective data collection and data processing, and establishing information management best practices, policies, and procedures to improve the dissemination and quality of Fisheries information.

# 1 Introduction

## 1.1 Purpose

This document is written to define the roles and responsibilities of all FIS participants.

## 1.2 Organizational Structure

The FIS governance organizational hierarchy is comprised of Executive Sponsors and members of the PMT, PMO, and PSGs.

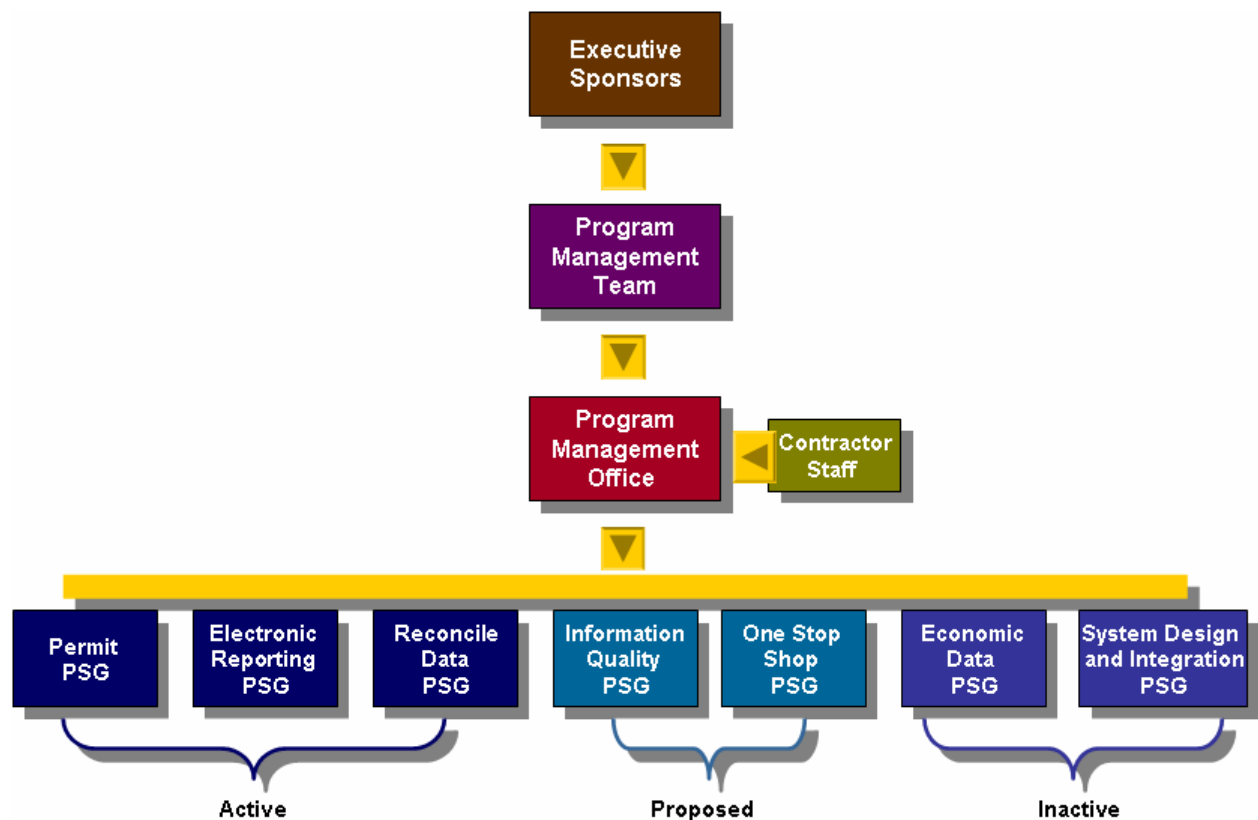


Figure 1: FIS Organizational Hierarchy

### 1.3 Membership

The following FIS memberships are defined as follows:

FIS Member	Brief Description
Executive Sponsors	Provide direction and leadership to ensure that the execution of FIS goals and objectives are in line with the mission and vision of NOAA.
Program Management Team (PMT)	Provides strategic planning, management, and oversight of FIS projects.
Program Management Office (PMO)	Provides the foundation for support, policies, and procedures for the FIS Program.
Professional Specialty Groups (PSGs)	Provides fisheries expertise in a collaborative fashion to assist with PMT during the project definition and execution, in order to achieve the FIS goals. Consists of specialist teams dedicated to producing a specific output. May be created for short or long term duration, and may be dissolved upon delivery of the final output.
Fisheries Information Network (FINs)	Regional co-operative state-federal programs that design, implement, and conduct marine fisheries statistics data collection programs by integrating data into a single data management system to meet the needs of fisheries managers, scientists, and industry.
Fisheries Science Centers (FSC)	Six centers of research excellence that provide statistical information on marine mammals, fish stocks, environmental and climate issues, coastal fluctuations, and biological habitats.
Regional Offices (RO)	Responsible for the management, conservation and protection of living marine resource and provides scientific and policy leadership in the international arena, and implements international conservation and management measures as appropriate.
Project Managers	Key persons responsible for leading the efforts necessary for the execution and completion of the project including: planning, scheduling, resourcing, status reporting, and budget tracking
Project Team(s)	Group(s) responsible for completing the tasks and activities of a project. May be comprised of several members from various areas, each having specialized skills or expertise in a specific area.
Project Consultants / Contractors	External resources that provide specific knowledge or skills that are not available internally in order to complete specific project tasks and are engaged to work as part of a team to assist with Program, project, or business level tasks.



## 2 FIS Executive Sponsors

### 2.1 Authority

The FIS Executive Sponsors will be appointed by the Assistant Administrator of the National Marine Fisheries Service (NMFS). Currently, the FIS Executive Sponsors include the Director of Scientific Programs, Science Advisor, and the Deputy Assistant Administrator for Regulatory programs.

### 2.2 Objectives

The FIS Executive Sponsors will provide high-level guidance and advice on national and cross regional issues and ensure that the FIS Program operates in a manner that is consistent with fundamental policies and general principles of the Agency.

The executive sponsors shall provide:

- Advocacy of FIS Program to upper-level management for the NOAA Fisheries Service, NOAA, and the Department of Commerce by frequent communications with the NOAA Fisheries Service Science Board, NOAA Information Management Board, and other important policy level groups.
- Guidance, when needed, concerning program management issues.
- Resources sufficient to achieve FIS mission and goals.
- Assistance and recommendations for resolving critical, high-level issues in a timely manner.
- Approval of annual, as well as long-term spending plans, including investment reviews, and program performance evaluations.
- Coordination of information among the Science Directors and Regional Administrators concerning the overall functions of the FIS.
- Address policies and issues with data management at a national level for further recommendations.

## 3 FIS Program Management Team

### 3.1 Authority

The FIS Program Management Team (PMT) will be subordinate to and will report to the NMFS Executive Sponsors.

### 3.2 Objectives

The PMT serves as the principal steering group for the NOAA NMFS to share effective fisheries-dependent data collection and data processing and to establish the best practices of information management, as well as policies and procedures that improve the dissemination and quality of information. The PMT oversees NOAA NMFS projects and operations which are funded through the FIS Program. PMT members are expected to allocate approximately 15% of their time to FIS activities.

The FIS PMT shall provide:

- Leadership
  - Establish FIS Program priorities for each fiscal year
  - Allocate resources
  - Evaluate the program
- Management and Oversight
  - Assure program performance is consistent with the Program Management Plan (PMP) and coordinate modifications and enhancements as needed
  - Promote awareness of the Program within the FIS community
  - Coordinate the formation and dissolution of working groups
  - Assist PSGs in project planning, development, and implementation
  - Facilitate effective management of inter-project linkages to promote coordinated FIS Program development
- Budget Oversight
  - Develop and approve spending plans
  - Monitor and control FIS funded projects
- Portfolio Management
  - Define projects and associated activities
  - Execute project selection process in a timely manner
  - Identify major project milestones
- Communication
  - Develop and execute plans for communication, education, and outreach
  - Communicate with the PMT representatives and alternates on a regular basis

### 3.3 Membership

- **FIS Program Director** – The FIS Program Director is appointed by the Executive Sponsor. Currently, the FIS Program Director is the Chief of the Fisheries Statistics Division of the Office of Science and Technology.
- **FIS Program Management Team Members** – The FIS PMT members comprise representatives from the NOAA Regional Offices, Fisheries Sciences Centers, and Fisheries Information Network Centers. Representatives and alternates are appointed to the PMT by the Regional Office Administrator and the Science Center Director. In addition, the FIN representatives are appointed by the executive leadership of the FIN programs; the Regional Office representatives are appointed by the Regional Office Directors.

### 3.4 Meeting Procedures

#### 3.4.1 Ground Rules and Agreements

The FIS PMT meetings shall have the following ground rules and expectations for all participants. (For specific meeting rules, refer to Appendix A.)

- Agenda and associated materials will be distributed prior to the meeting. All members are to have read this information in preparation for discussion of the main topics.
- Meetings shall have clear goals and objectives that provide an understanding and agreement on issues, problems, or challenges.
- It is the responsibility of each PMT member to attend regularly scheduled meetings. If a member cannot be present, the member must ensure that an alternate is present.

#### 3.4.2 Monthly Meetings

The FIS PMT shall conduct regularly scheduled monthly meetings, via teleconference call. These meetings will be chaired by the FIS Program Director.

Activity	Review Process	Time frame
Agenda	The PMT shall: <ul style="list-style-type: none"> <li>▪ Review the agenda using the collaboration tool.</li> <li>▪ Send comments to FIS.PMO@noaa.gov</li> </ul>	1 week in advance  2 business days prior to meeting
Materials	The PMT shall: <ul style="list-style-type: none"> <li>▪ Review the materials using the collaboration tool.</li> <li>▪ Send comments to FIS.PMO@noaa.gov</li> </ul>	2 weeks in advance  1 week prior to meeting
Minutes	The PMT shall: <ul style="list-style-type: none"> <li>▪ Receive the minutes.</li> <li>▪ Send comments to FIS.PMO@noaa.gov</li> </ul>	3 business days after meeting 1 week

Table 1: Monthly PMT Meetings

### 3.4.3 Quarterly Meetings

At a minimum, the PMT will attend four face-to-face meetings which shall be held at different locations, on a rotating basis. An additional day will be added to the schedule for regional presentations and outreach. Travel costs for these meetings will be paid from FIS funds.

Activity	Review Process	Time frame
Agenda	The PMT shall: <ul style="list-style-type: none"> <li>Review the agenda using the collaboration tool.</li> <li>Send comments to FIS.PMO@noaa.gov</li> </ul>	2 weeks in advance 1 week prior to meeting
Materials	The PMT shall: <ul style="list-style-type: none"> <li>Review the materials using the collaboration tool.</li> <li>Send comments to FIS.PMO@noaa.gov</li> </ul>	2 weeks in advance 1 week prior to meeting
Minutes	The PMT shall: <ul style="list-style-type: none"> <li>Receive the minutes using the collaboration tool.</li> <li>Send comments to FIS.PMO@noaa.gov</li> </ul>	1 week after meeting 1 week

Table 2: Quarterly PMT Meetings

### 3.4.4 Decision Making Process

The FIS PMT shall attempt to reach all decisions by consensus; however, on those rare occasions when consensus cannot be reached, decision will be made by majority vote. The Chair maintains 51% of the vote; therefore, if consensus cannot be reached, the final decision is made by the Chair.

Dissenting viewpoints will be presented in a minority report to Executive Sponsors. Any FIS PMT member can elevate any dissenting viewpoints to the Executive Sponsors for:

- Any issue for which consensus is not achieved.
- Any policy issue that changes the needs of the Program.

## 3.5 Working Groups

The FIS PMT has the authority to:

- Establish area of expertise working groups, herein referred to as Professional Specialty Group (PSG), as necessary to develop priority projects.
- Form additional ad hoc committees as needed to accomplish short-term assignments and/or to review specific issues.

## 4 FIS Program Management Office

### 4.1 Authority

The FIS Program Management Office will be subordinate to and will report to the FIS Program Director.

### 4.2 Objectives

The FIS Program Director and PMO are responsible for the monitoring and control of the day-to-day operational activities to comply with NMFS standards, policies, and regulations.

The FIS Program Director shall:

- Serve as Chair of the FIS PMT.
- Serve as an ambassador of the FIS Program in agency, Federal, State, and NOAA forums.
- Provide overall program performance monitoring to the FIS PMT and PSGs.
- Provide overall strategic direction and stewardship for the FIS Program.
- Ensure that all FIS Program partners are engaged in planning and execution.
- Create an environment of collaboration and constructive engagement.
- Provide stewardship of FIS Program funding and investments.

The FIS PMO shall:

- Report to the FIS Program Director.
- Provide day-to-day operational support to the FIS PMT, and PSGs when needed.
- Provide project management oversight to ensure use of best practices in project management for all FIS Program portfolios, thereby creating an environment of project management excellence.
- Implement communication and outreach strategies.
- Coordinate all PMT communications, meetings, and collaborations including administrative and logistical support
- Prepare program status and progress reports.
- Administer the project selection and resource allocation process.
- Represent the FIS PMT guidelines and practices in PSGs meetings and workshops.

### 4.3 Membership

- **FIS Program Director** – The FIS Program Director will be appointed by the NMFS Director Scientific Programs and Chief of Science Advisor. Since 2003, the FIS Program Director is the Chief of Fisheries Statistics Division of the Office of Science and Technology. The FIS Program Director shall decide on every issue within the FIS PMO.
- **Program Management Advisor** – The Program Management Advisor shall provide government management best practices to the PMO and assist in providing overall strategic direction and stewardship to the PMO.
- **Program Management Consultant** – The Program Management Consultant shall provide best management practices to the PMO and assist in providing overall strategic direction and stewardship to the PMO.
- **FIS Program Management Office staff** – The staff of the FIS PMO will be appointed by the FIS Program Director. Since 2005, the FIS PMO is comprised of members of the Office of Science and Technology, Fisheries Statistics Division and consultant staff.

### 4.4 Meeting Procedures

#### 4.4.1 Ground Rules and Agreements

The PMO members shall meet to review program management issues. Each member is asked to participate in regularly scheduled meetings. (For specific meeting rules, refer to Appendix A.)

- Agenda and associated materials will be distributed prior to the meeting. All members are to have read this information in preparation of a discussion of the main topics.
- Meetings shall have clear goals and objectives that provide an understanding and agreement on issues, problems, or challenges.
- It is the responsibility of each PMO member to attend regularly scheduled meetings. If a member cannot be present, the member must ensure that an alternate is present

#### 4.4.2 Annual Meeting with the Executive Sponsor, per Group

The FIS PD and FIS PMO shall plan and coordinate an annual meeting with the FIS Executive Sponsor. This meeting will be chaired by the FIS Program Director.

Activity	Review Process	Time frame
Agenda	The PMO shall: <ul style="list-style-type: none"> <li>▪ Prepare the agenda.</li> <li>▪ Forward to Executive Sponsor for review.</li> </ul>	1 week in advance
Materials	The PMO shall: <ul style="list-style-type: none"> <li>▪ Review the materials</li> </ul>	2 weeks in advance

Activity	Review Process	Time frame
Minutes	The PMO shall: <ul style="list-style-type: none"> <li>Document the minutes and forward to the Program Director for review.</li> <li>Distribute to the Executive Sponsor.</li> </ul>	3 business days after meeting 1 week

Table 3: Annual PMO Meeting with Executive Sponsor

#### 4.4.3 Monthly Meetings with the PMT

The FIS Program Director and PMO shall hold a regular monthly teleconference call with the FIS PMT. The FIS Program Director will lead these meetings.

Activity	Review Process	Time frame
Agenda	The PMO shall: <ul style="list-style-type: none"> <li>Prepare the agenda.</li> <li>Notify the PMT via FIS PMO mailbox that the agenda is posted in the collaboration tool.</li> <li>Update the agenda with comments or suggestions if received.</li> <li>Post the final agenda within the collaboration tool.</li> </ul>	1 week in advance 2 business days prior to meeting 1 week after meeting
Materials	The PMO shall: <ul style="list-style-type: none"> <li>Prepare the materials.</li> <li>Notify the PMT via FIS PMO mailbox that the documents are posted in the collaboration tool.</li> <li>Update documents with comments or suggestions if received.</li> <li>Post the final meeting materials within the collaboration tool.</li> </ul>	2 weeks in advance 1 week prior to meeting 1 week after meeting
Minutes	The PMO shall: <ul style="list-style-type: none"> <li>Prepare the minutes.</li> <li>Notify the PMT via FIS PMO mailbox that the minutes are posted in the collaboration tool.</li> <li>Update minutes with comments or suggestions if received.</li> <li>Post the final meeting minutes within the collaboration tool.</li> </ul>	3 business days after meeting 1 week 1 week after meeting

Table 4: Monthly PMO Meetings with PMT

#### 4.4.4 Quarterly Meetings

At a minimum, four face-to-face meetings shall be held at different locations, on a rotating basis. An extra day will be added for regional presentations and outreach. Travel costs for these meetings will be paid from FIS funds.

Activity	Review Process	Time frame
Agenda	The PMO shall: <ul style="list-style-type: none"> <li>▪ Prepare the agenda.</li> <li>▪ Notify the PMT via FIS PMO mailbox that the agenda is posted in the collaboration tool.</li> <li>▪ Update the agenda with comments or suggestions if received.</li> <li>▪ Post the final agenda within the collaboration tool.</li> </ul>	2 weeks in advance  1 week prior to meeting
Materials	The PMO shall: <ul style="list-style-type: none"> <li>▪ Prepare the materials.</li> <li>▪ Notify the PMT via FIS PMO mailbox that the documents are posted in the collaboration tool.</li> <li>▪ Update documents with comments or suggestions if received.</li> <li>▪ Post the final meeting materials within the collaboration tool.</li> </ul>	2 weeks in advance  1 week prior to meeting  2 weeks after meeting
Minutes	The PMO shall: <ul style="list-style-type: none"> <li>▪ Prepare the minutes.</li> <li>▪ Notify the PMT via FIS PMO mailbox that the minutes are posted in the collaboration tool.</li> <li>▪ Update minutes with comments or suggestions if received.</li> <li>▪ Post the final meeting minutes within the collaboration tool.</li> </ul>	1 week after meeting  1 week after meeting  2 weeks after meeting

Table 5: Quarterly PMO Meetings with PMT

#### 4.4.5 Meetings with the PMO

The FIS Program Director and FIS PMO staff shall hold regular weekly status meetings. The FIS Program Director will lead these meetings.

#### 4.4.6 Meetings with the FIS PSG Chairs and Vice-Chairs

The FIS PMO shall hold monthly teleconference calls with the FIS PSG Chairs and Co-Chairs. The FIS PMO will lead the conference call meetings. The FIS Program Director will lead these meetings, as needed. The Program Management Advisor will be invited to participate in these meetings.



## 5 FIS Professional Specialty Groups

### 5.1 Authority

The FIS PSGs will be subordinate to and will report to the FIS PMT on a monthly basis.

### 5.2 Objectives

The FIS PSGs receive approval and direction from the FIS PMT to complete priority functions, tasks, and projects. These groups are formed to ensure that the requirements of national, regional, partner, and other constituents are addressed. The PSGs represent a cross-region and cross-agency community of practice, bringing invaluable knowledge and expertise to FIS and the fisheries community. They are comprised of experts from multiple disciplines whose input is used as part of the process to address specific needs or issues. This collaboration of effort is an example of the accomplishments of FIS and commitment of the program's participants.

A PSG may address specific FIS goals, objectives, and subcomponents of the FIS Program. PSGs are formed and dissolved on an as needed basis, such that a PSG may be a permanent working group within FIS or established on a temporary basis to address specific concerns. PSGs receive approval and direction from PMT for functions, tasks, and projects.

The PSGs shall:

- Serve as national Fisheries expert teams to share ideas, successes, and experiences in the management of Fisheries information.
- Ensure the transparency, quality, integrity, and utility of Fisheries data through the development of FIS projects.
- Maximize the efficiency and cost effectiveness of Fisheries data by building both cross-regional and national level information systems.
- Consult with business area and technical experts, both internal and external, in order to provide guidance, mentorship and training in the development of regional, cross-regional, and national information management tools and services.
- Operate as the core subject matter expert team through communication, collaboration, and cooperation to refine and pursue the goals and objectives of FIS.

### 5.3 Membership

The PSG representatives will be appointed by the Headquarters Office, Regional Administrator, or the Science Center Director. Each Regional Office or Science Center may select a representative and an alternate to serve on the named PSG. The PSG member will be selected based on their level of expertise for the designated PSG and will represent the interests of their respective regions, as well as overall national fisheries interests.

Chairs and Vice-chairs shall:

- Be appointed or may volunteer to serve on the PSG when the PSG is established.
- Serve a minimum of one year but not exceed three years in the role unless the PMT dissolves the PSG. At the end of the first term, the PSG members may be elected to serve additional term(s).

## 5.4 Group Duties and Responsibilities

The primary responsibility of each PSG is to carry out the identified FIS project, focus on a business area, provide business and technical resources for the project execution, and assist in the implementation of the project.

The PSG shall:

- Designate a Chair and Vice-chair for each PSG, who will be responsible for the operation of the group.
- Assemble a team with the right balance of business and technical experts to achieve specific PSG objectives.
- Assist with the development of FIS proposal development and the creation of detailed project plans with the support of the PMT.
- Conduct regular meetings to inform PMT of the status and progress of projects.
- Address PMT directives to establish standards, policies, and procedures for developing project management best practices.
- Provide recommendations for FIS project priorities, especially in relationship to their specialty area(s).
- Develop FIS proposals and assist with the creation of project plans.
- Every PSG shall create a work plan that will be developed in consultation with the PMT.

Each PSG member shall:

- Understand the mission and goals of FIS.
- Communicate regularly with other members of the PSG.
- Participate in the planning and decision-making process.
- Propose alternative solutions and work collaboratively with peers.
- Attend PSG meetings on a regular basis and review associated project materials.
- Encourage creative brainstorming process and facilitate broad-ranged critical thinking.
- For the PSGs, the Vice Chair members will act as the alternate when the Chair is unable to attend.

## 5.5 Meeting Procedures

### 5.5.1 Ground Rules and Agreements

The FIS Program meetings shall have clear goals and objectives with an understanding and agreement on an issue, problem, or challenge. (For specific meeting rules, refer to Appendix A.)

- The FIS PSGs meetings shall have an assigned a rapporteur other than the chair or designated person leading the discussion.
- Meetings shall have clear goals and objectives that provide an understanding and agreement on issues, problems, or challenges.
- It is the responsibility of each PSG member to attend scheduled meetings on a regular basis. If a member cannot be present for a scheduled meeting, it is his/her responsibility to ensure that an alternate is present.

- Each objective must indicate clear outputs or desired purpose for the project.
- Meeting minutes must be produced that include an executive summary and is submitted to the FIS PMT.
- All documentation and project plans shall be submitted to the PMT.

### 5.5.2 Monthly Meetings

The FIS PSGs shall hold a regular monthly teleconference call. The FIS PSGs Chair or Vice-Chair shall lead the conference call and send a monthly status report to the FIS Program Management Office (FIS PMO).

Activity	Review Process	Time frame
Agenda	The PSG Chair shall: <ul style="list-style-type: none"> <li>▪ Produce the agenda.</li> <li>▪ Send copy to FIS.PMO@noaa.gov</li> </ul>	1 week in advance 2 business days prior to meeting
Materials	The PSG Chair shall: <ul style="list-style-type: none"> <li>▪ Review the materials</li> <li>▪ Send copy to FIS.PMO@noaa.gov</li> </ul>	2 weeks in advance 1 week prior to meeting
Minutes	The PSG Chair shall: <ul style="list-style-type: none"> <li>▪ Receive the minutes.</li> <li>▪ Send copy to their respective PSG members and to FIS.PMO@noaa.gov</li> </ul>	3 business days after meeting 1 week

Table 6: Monthly PSG Meetings

### 5.5.3 Annual Meeting

The FIS PSGs Chair or Vice-Chair shall hold an annual face-to-face meeting with the FIS PMT. The FIS Program will fund the FIS PSGs travel costs and expenses.

Activity	Review Process	Time frame
Agenda	The PSG Chair shall: <ul style="list-style-type: none"> <li>▪ Review the agenda.</li> <li>▪ Send comments to FIS.PMO@noaa.gov</li> </ul>	2 weeks in advance 1 week prior to meeting
Materials	The PSG Chair shall: <ul style="list-style-type: none"> <li>▪ Review the materials</li> <li>▪ Send comments to FIS.PMO@noaa.gov</li> </ul>	2 weeks in advance 1 week prior to meeting
Minutes	The PSG Chair shall: <ul style="list-style-type: none"> <li>▪ Receive the minutes.</li> <li>▪ Send comments to FIS.PMO@noaa.gov</li> </ul>	3 business days after meeting 1 week

Table 7: Annual PSG Meetings with PMT

## **5.6 Sub-groups**

The FIS PSGs may create sub-groups, as necessary, to provide input and expertise concerning specific issues or areas of interest.

## Appendix A: FIS Meetings Ground Rules

### For All FIS Meetings:

- An agenda is distributed prior to the meeting. There shall be clear goals and objectives for each agenda topic.
- A designated participant shall take notes and prepare the minutes of meetings.
- Minutes shall be prepared and forwarded for review within 3 business days for monthly meetings and within 7 business days for quarterly meetings.
- Feedback or suggested changes to minutes is required from the PMT within 7 business days of receipt of the minutes.
- Members shall work to provide an understanding and agreement on issues, problems, or challenges.
- All members and participants shall be treated with respect and consideration.
- Differing views are welcome and contrary views are appreciated.
- Side conversations should be kept to a minimum.
- Preparation is expected for all meetings. Distributed materials should be reviewed prior to the meeting in order to participate in the discussion, and to make effective decisions regarding any related topics.
- Decisions shall be reached before moving to the next topic. If further evaluation or additional information is needed before a decision can be made, this shall be noted in the minutes, and an Action Item shall be recorded.
- For decisions, if a dissenting opinion is not expressed prior to reaching a decision, it is assumed that no contrary opinions exist, and all parties agree to the decision that is made; therefore, silence equals agreement and acceptance.
- It is the responsibility of each PMT member to attend scheduled meetings on a regular basis. If a member cannot be present for a scheduled meeting, it is his/her responsibility to ensure that an alternate is present.
- For meeting closings, a review of the Action Items and identified next steps will be provided and agreed upon.

### For FIS Quarterly Face-to-Face Meetings:

- During meetings, all participants are expected to provide input and focus their attention to the discussion topics. As such, the following rules apply so as to avoid unnecessary distractions:

- No personal handheld devices (e.g., Blackberry, Palm Pilot, iPod, etc.)
- No personal laptops (e.g., only presenters may bring a laptop to the meeting)
- Mobile telephones and pagers should remain in “silent” mode during the meeting
- Objectives for the Facilitator
  - Encourage discussion and feedback
  - Focus discussions to the agenda topics
  - Remain neutral in disputes
  - Contribute to the successful outcome of the meeting
- Breaks
  - Every two hours, a 15 minute break will be permitted. (Times will be adjusted if needed for more frequent breaks.)
  - Time permitted for lunch shall be approximately one hour, but may be extended to accommodate the travel limitations of the meeting locale.

## Appendix B: List of PMT Members

### Headquarters (HQ) Representatives

---

Dave Van Voorhees	1315 East-West Highway, Room 12362 Silver Spring, MD 20910
Program Director	
Tina Chang	1315 East-West Highway, Room 12317 Silver Spring, MD 20910
Office of Science and Technology	
Galen Tromble	1315 East-West Highway, Room 14600 Silver Spring, MD 20910
Office of Sustainable Fisheries	

### Regional Offices (RO) Representatives

---

Jennifer Mondragon	709 W 9th Street Room 420 Juneau, Alaska 99802	Alternate: Doug Turnbull (AKFSC)
Alaska Region		
Steve Freese	7600 Sand Point WAS, NE Building 1 Seattle, WA 98115	Alternate Richard Kang (NWFSC)
Northwest Region		
John Witzig	One Blackburn Drive Gloucester, MA 01930	Alternate: Joan Palmer (NEFSC)
Northeast Region		

### Fisheries Science Center (FSC) Representatives

---

Al Coan	8604 La Jolla Shores Drive La Jolla, California 92037	Alternate: Bill Jacobson (SWR)
Southwest Region		
Karen Sender	2570 Dole Street Honolulu, Hawaii 96822	
Pacific Islands Region		
Steve Turner	75 Virginia Beach Drive Miami, FL 33149	
Southeast Region		

---

## **Fisheries Information Network (FIN) Representatives**

---

Maury Osborn

Atlantic Coastal  
Cooperative Statistics  
Program (ACCSP)

1444 "Eye" Street NW  
Suite 410  
Washington, DC 20005

Dave Donaldson

Gulf of Mexico Region  
(GulfFIN)

PO Box 726  
Ocean Springs, MS 39566

Dave Colpo

Pacific and Alaska  
Regions (PacFIN)

205 SE Spokane Street  
Portland, OR 97202



## Appendix C: List of PMO Members

Member Name	PMO Role	Address
Dave Van Voorhees	Program Director	Office of Science and Technology 1315 East-West Highway, Room 12334 Silver Spring, MD 20910
Tina Chang	Program Advisor	Office of Science and Technology 1315 East-West Highway, Room 12334 Silver Spring, MD 20910
Ana Valentin	PMO Staff	Office of Science and Technology 1315 East-West Highway, Room 12334 Silver Spring, MD 20910
Patty Zielinski	PMO Staff	Office of Science and Technology 1315 East-West Highway, Room 12334 Silver Spring, MD 20910
Contractor	Program Management Consultant	
Contractor(s)	Consulting Team	

## Appendix D: List of PSG Members

### Reconciliation of Parallel Reporting System

---

John Childers Chair	Southwest Region	8604 La Jolla Shores Drive La Jolla, California 92037-1508
Janet Pappas Vice-Chair	Pacific Islands Region	2570 Dole Street Honolulu, Hawaii 96822-2396

### Permits and Participant Reporting System

---

Ted Hawes Chair	Northeast Region	One Blackburn Drive Gloucester, MA 01930-2298
Tracy Buck Vice-Chair	Alaska Region	709 W 9th Street, Room 420 Juneau, Alaska 99802-1668115
Jessica Gharret Vice-Chair	Alaska Region	709 W 9th Street, Room 420 Juneau, Alaska 99802-1668

### Electronic Reporting and Other Data Collection Improvements

---

Larry Talley Chair	Alaska Region	709 W 9th Street, Room 420 Juneau, Alaska 99802-1668115
Doug Turnbull Vice-Chair	Alaska Science Center	7600 Sand Point WAS NE Building 1 Seattle, WA 98115

---